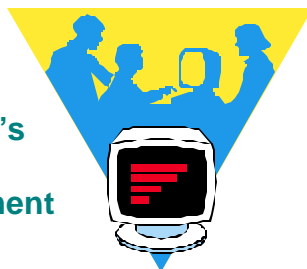




The Pipeline



Governor's Minority Management Trainee Program Launches Web Site

Contact: Channell Barbour, Governor's Office

In an effort to increase representation of minority managers in state government a new website, www.diversity.state.ky.us, has been launched to educate and inform state government agencies about the Governor's Minority Management Trainee Program (GMMTP).

Minority employees wanting to gain management experience and promotions to management level jobs can learn and participate in the GMMTP. The program, created by executive order in 1995, is used as a recruitment and professional development tool, preparing minority employees to enter a competitive workforce.

"The goal of this program is to enable participants to cultivate the skills needed to serve Kentucky's citizens effectively," said Governor Patton. "Through the Governor's Minority Management Trainee Program, we are preparing employees to make successful transitions to management, and continue to serve the needs of our Commonwealth."

Since its beginning, 36 trainees have graduated from the program with the majority receiving promotions. This fall, the third class of 20 participants is expected to complete the program; four have already received promotions. A new class will start July 1.

Various state government agencies lend their support in increasing highly qualified employees. Participants work closely with the Personnel Cabinet in

developing portfolios to circulate amongst hiring agencies. The trainees are required to complete Phase One of the Kentucky Certified Public Manager Program offered by the Governmental Services Center, a nationally accredited management development-training curriculum. Several trainees have returned to school in receipt of their masters degrees.

"This is one of many efforts to develop qualified managers for tomorrow's future," said Governor Patton. Participants are selected from the Executive Branch Cabinets, Constitutional Offices and Kentucky State University for each two-year program cycle. For more information about the program log on to www.diversity.state.ky.us, or simply type in [diversity.state.ky.us](http://www.diversity.state.ky.us) and learn about this unique program.



CFC Opens House at State Fair in August

By Anya Armes Weber, CFC Communications

It's almost that time again. The Kentucky State Fair is Aug. 16-26 at Louisville's Kentucky Fair and Exposition Center.

The Kentucky Cabinet for Families and Children's "home" will once again be open for visitors. This year, we'll be on Main Street Kentucky in the South Wing.

The exhibit hall is open from 9 a.m. to 10 p.m. Kroger Plus Card holders can get an advance purchase discount of \$5 for adults and \$2 for children and seniors. At the gate, admission is \$7 for adults and \$3 for children and seniors. Parking is \$3.

Keep reading the Pipeline for more information about CFC's display.

For more information about the fair, log onto <http://www.kystatefair.org/>

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Cabinet, Advocacy Group, Legislator Report on Efforts to Advance Child Protection

By Mike Jennings, CFC Communications

The Cabinet for Families and Children today announced steps it has taken to improve tracking of all reports of child abuse or neglect, including those referred by Kentucky Youth Advocates (KYA). Debra Miller, the child advocacy group's executive director, endorsed the Cabinet's efforts as good policy.

Miller she and CFC Ombudsman Eleanor Jordan have agreed on a case-referral and information-sharing process that would allow the Cabinet to follow up on abuse reports and other concerns voiced to KYA.

Cabinet Secretary Viola Miller said she hoped this procedure will ensure the Cabinet learns of KYA's concerns as soon as they arise. She said the Cabinet has also taken extra steps to ensure that all reports of abuse and neglect it receives are carefully tracked.

The announcement on improved tracking of abuse cases came at a press conference at the state capitol held jointly by the Cabinet, KYA and Rep. Tom Burch, chairman of the Kentucky House Health and Welfare Committee. Burch, of Louisville, has convened three meetings to examine concerns raised in a KYA report that was highly critical of the Cabinet.

Issued in April, the report, entitled "Warning Signs," claimed the Cabinet was failing to follow up on some complaints of abuse or neglect and was substantiating a disturbingly small number of the complaints it did investigate. KYA said the Cabinet was devoting too little funding and staffing to abuse investigations and was

pursuing initiatives that ate up too much of its child protection workers' time.

In response, the Cabinet issued its own report, "Protecting Children: Working and Learning Together." It questioned the accuracy of some of KYA's claims but acknowledged there were weak spots in the child protection system. All the Cabinet's regional administrators read and responded to both KYA's report and the Cabinet's own.

Since "Warning Signs" appeared, Cabinet officials have taken action to ensure better compliance with the child protection mandates of the federal Adoption and Safe Families Act. They have also met with school officials, some of whom had voiced concern that social workers were failing to follow up on legitimate concerns about children's welfare.

Burch praised KYA today for drawing attention to child protection issues. He also praised the Cabinet for seeking national accreditation to ensure continuous quality improvement.

"Just as no person is perfect, no system is perfect either," Burch said. "I am convinced that there are changes under way that will improve how we work with families and with communities."

Debra Miller said Secretary Miller, Jordan and the Cabinet's regional administrators had all met with her to discuss ways to improve services. She said she was "heartened" by the Cabinet's willingness to review its policies and practices.

"For the Kentucky children who are not cared for as we would have our own children and grandchildren nurtured and loved, we have no greater responsibility than to ensure their safety," Debra Miller said.

Secretary Miller and Jordan said the Cabinet and KYA should make common cause toward that end.

"We can all be more successful," said Jordan, "with cooperation rather than confrontation."

Sick Leave Needs



Kathy McQueen, a former employee of the Division of Child Support, has had the first of two surgeries. She has developed an arthritis condition and, without the surgeries, will lose the use of her arms. Rehabilitation is expected to take several months and Kathy is in need of donated sick leave. If you would like to donate leave, contact Theresa Gash via email.

Don't Let the Lights Go Out in Kentucky



Every week in this space, Pipeline will offer a tip on an easy, painless way to save energy at work. We welcome any and all suggestions. If you know of a way each of us can cut down on the energy we use at work, please send a description to patricia.boler@mail.state.ky.us

How Bout' a Cup O' Joe?

By Shannon Thomas

Who wants coffee? Most of us rely on it to perform our daily duties – especially in the morning. Habits practiced during coffee breaks may not please Mother Earth. Here are a few conservation tips to follow for your next coffee break:

- Bring a ceramic cup to work. Using a ceramic coffee mug conserves the amount of energy it would take to manufacture 500 paper cups. www.nr.state.ky.us/hrepc/dnr/energy/doetips.html#didyou
- Coffeepots, if left on all day, can use a considerable amount of energy. Try using a thermos to keep your coffee hot – it will save energy, and result in better-tasting coffee. <http://eetd.LBL.gov/BEA/SF/>

Waste is too expensive; it's cheaper to do the right thing. —Paul Hawken

Retirement Dos and Don'ts

Look to Pipeline for the next several weeks for information and tips on returning to work after retirement. *This information is from Kentucky Retirement Systems.*

Do – After retirement, you can go to work for a public agency that participates in a different retirement system from the one paying you your monthly benefit. For instance, you can retire from state employment, draw a benefit from KERS and go to work for local government, which participates in CERS.

Don't – You should not return to work with the same employer in a position that participates in a different retirement system unless you have had a month-long break in service or you will forfeit your retirement allowance for the first month of employment.

A Message From Teresa Suter: Overtime and Block 50s

I appreciate all of the efforts being made to abide by the overtime and Block 50 restrictions. Now that the July 1-15 payroll period has ended, we are going about the business of gathering the necessary data and reports to send to the Governor's Office by July 30th as requested. Let me try to clarify what we know today and what we have learned from this past pay period:

(1) All overtime approvals made by supervisors are recorded on the HRM-2 Overtime Reporting Form. The reason must be clearly stated and must reflect that the time worked was necessary to eliminate life threatening safety or health situations. *

(2) The HRM-2 once completed should be forwarded from the supervisor through the chain of command and will be compiled by the employees' commissioner or executive director for review by Secretary Miller. She will review the overtime requests with each commissioner and executive director as needed.

(3) We are asking that all overtime requests be held to life threatening safety or health situation, not just hours worked over 40. Disregard prior directives. Some folks felt that an employee could work the 2.50 hours automatically, but our Cabinet has decided that all overtime is subject to the above standard.

(4) Employees who earn overtime are cooperating whenever possible to take off the hours earned within the work week, so the hours don't accrue or result in overtime payments.

(5) No supervisor has the authority to approve any overtime that will result in a Block 50. All Block 50's require prior approval by Secretary Miller. To request Block 50 approval, the supervisor through the chain of command, provides Secretary Miller with a memo (faxed or e-mailed) stating the individual name(s), reason(s) the Block 50 is necessary, number of hours before reaching a Block 50. At the bottom of each memo please add a signature line for the Secretary's approval or disapproval. For example:

Approved _____
Viola Miller, Secretary

Not Approved _____
Viola Miller, Secretary

(6) Supervisors will be held accountable for their decisions regarding overtime.

(7) We are not burdening supervisors with data collection. We will compile reports electronically from our payroll system. But supervisors, SRAs, directors, etc. need to insure that the HRM-2 Overtime Request Form is sent to their executive director or commissioner.

*COA, Medicaid recerts, vacancies due to retirements, extended sick leave, etc., past dues and other identifiable or unusual circumstances may necessitate overtime but should carefully be examined for other alternatives. We encourage the use of the CQI process when dealing with the above issues.



A Message from Rodney Murphy, Office of Technology

From time to time, OTS staff are discovering unauthorized software which has been loaded on CFC personal computers. Please do not load additional software on your machine. If you have a specific business need for additional software, please talk to your local OTS staff or submit a formal request (OTS routing slip).

Many times, loading unauthorized software can cause our business systems not to work. They can also be a major source of potential virus infection and security violations.

Additionally, OTS staff are being instructed to remove any unauthorized software they find on CFC machines.

I appreciate your assistance in this important issue.

Blood Drive

CFC & CHS are having a joint blood drive on Monday, Aug. 6 from 9 a.m. to 1:30 p.m. in the Auditorium of the Health Services building. There are still appointments available and some walk-ins will be taken. Employees can call their recruiter or Martha Robertson at 564-7770.



THANKS FOR GIVING THE GIFT OF LIFE!